



This is truly a unique opportunity for an accomplished park planning/capital improvement professional who has an interest in joining an organization with appreciable scope and scale.



CITY OF SAN JOSÉ, CALIFORNIA
PARKS, RECREATION, AND NEIGHBORHOOD SERVICES DEPARTMENT

Division Manager, Capital Team



Division Manager, Capital Team

THE CITY

Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San Jose’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as start-ups and advanced manufacturing.

San Jose’s quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new

homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home.

San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.

THE CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of 10 council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and the executive team provide strategic leadership that supports the policymaking role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community’s needs. The City actively engages with members of the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, municipal water system, a regional wastewater treatment facility, over 200 neighborhood and regional parks, an accredited zoo, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, Dolce Hayes Mansion and Conference Center, and the SAP Center San José – home of the National Hockey League’s San José Sharks.

City operations are supported by 6,412 positions and a total budget of close to \$4 billion for the 2018-2019 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high





credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City's website at www.sanjoseca.gov.

THE PARKS, RECREATION, AND NEIGHBORHOOD SERVICES DEPARTMENT

The City of San Jose's Parks, Recreation and Neighborhood Services Department (PRNS) is proud to be "Building Community Through Fun" through innovative, creative, and excellent programs and services. Our mission is to build healthy communities through people, parks, and programs. PRNS is a steady force in our community, advancing education, health, and social connections. We meet the diverse needs of our community across the lifespan by connecting people to places and people to people. PRNS creates and activates thriving places where people live, work, play, and learn. We take a fun approach to public service, and value the public's trust. Our team is collaborative, supportive, and innovative.

Guiding Principles

PRNS has five Guiding Principles that direct decision making:

1. **Stewardship** - Take Care of What We Have / Build Forward
2. **Nature** - Protect, Preserve and Promote
3. **Equity and Access** - Quality Places of Everyone to Gather, Connect and Play
4. **Identity** - A Premiere System of Parks, Recreation and Neighborhood Services
5. **Public Life** - Building Community Through Fun

The Capital Team

Within PRNS, the Capital Team is responsible for the planning and support of capital improvement projects for parks, community centers, and trails. The vision of the Capital Team is to deliver beautiful community spaces that delight residents of all ages and function by design. PRNS provides recreation and parks facilities that meet the needs of all ages, income classes and cultures that exist in the city and the capital team supports the Department with an approximately \$300 million 5-year Capital Improvement Program (CIP). The Capital Team oversees activities such as: preparing the Department's Capital Improvement Program budget; strategic planning; community engagement; land acquisition; rehabilitation and replacement of

facilities at existing parks, trails and community centers; oversight of the design and construction of new facilities; and negotiating with residential development applicants. The team plays the role of the client department managing outside consultants and implementation partners such as Real Estate and Public Works. The Capital Team works with operations staff to provide facilities that are aesthetically pleasing and support PRNS' goals. Client groups include Park Maintenance Staff and Community Center Operations Staff.

THE POSITION

Under the direction of the Deputy Director of the Capital Team, the Division Manager will manage the Project Delivery, Capital Planning and Trails sections of the Capital Team and will oversee the planning and support of capital improvement projects for parks, community centers and trails. The Division Manager will play a pivotal role in advancing the mission of the Parks and Recreation Department by designing and overseeing construction of dynamic public spaces that will serve our diverse population for years to come. The candidate will have the opportunity to direct a broad range of projects from urban infill parks to more suburban parks in residential neighborhoods. In this new position within the Capital Team, the Division Manager will shape his/her role and will work with key staff to shape the Capital Team's project delivery system and staffing plan, adapting and developing our systems to meet the growing demands of the City of San Jose. The Division Manager will lead a team of landscape architects, architects and consultants in developing design and construction plans for projects of varying sizes and complexities. Design is completed by a combination of in-house resources, consultants and through city public works staff and the candidate must be adept at navigating across these groups.

THE IDEAL CANDIDATE

PRNS is a dynamic, complex and fast paced organization and the ideal candidate will be someone that thrives in that environment and is capable of managing multiple and sometimes competing priorities while maintaining a sense of humor and respect of staff. The ideal candidate will have a combination of technical and interpersonal skills and be willing to use those skills to build relationships with his/her co-workers, consultants, and clients. The candidate must be able to communicate effectively with community groups, elected officials and subordinates in a way that allows for collaborative decision making and must possess excellent organizational and problem-solving skills.

The ideal candidate will also have a broad range of experience that includes strategic community planning as it relates to parks and recreation facilities, capital planning, and project delivery. Experience with designing and managing trails and bikeways is a plus. While not directly responsible for construction oversight, the ideal candidate will be capable of advising design teams on construction related judgements in a way that allows projects to proceed to completion.

Finally, the ideal candidate will have demonstrated dedication to the delivery of excellence through their prior work experience.

Education and Experience

- A bachelor's degree in landscape architecture, architecture, engineering, urban planning, construction management, or related field.
- Six (6) years of increasingly responsible experience in senior level administrative and/or analytic work in a public or private agency.
- Experience managing a capital program from project identification through construction, preferably for parks related projects.
- Extensive project management experience and experience developing design plans and construction documents suitable to public bidding, along with familiarity with the principles of urban design are key for this position.

COMPENSATION AND BENEFITS

The approved salary range for this position is \$103,221 - \$157,656. The actual salary shall be determined by the final candidate's qualifications and experience. In addition to the starting salary, employees in this classification shall also receive an approximate five percent (5%) on-going non-pensionable pay.

The City provides an excellent array of benefits, including:

- **Retirement** – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.
- **Health Insurance** – The City contributes 85% towards the premium of the lowest cost non-deductible plan. There are several plan options.
- **Dental Insurance** – The City contributes 100% of the premium of the lowest priced plan for dental coverage.
- **Personal Time** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program could increase to up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.

- **Holidays** – The City observes 14 paid holidays annually.
- **Deferred Compensation** – The City offers an optional 457 Plan.
- **Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- **Insurance** – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
- **Employee Assistance Program** – The City provides a comprehensive range of services through the EAP.

For more information on employee benefits, visit the City's benefits website: <http://www.sanjoseca.gov/index.aspx?NID=707>.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The position is open until filled with first review of resumes on **Friday, November 30, 2018**. To be considered for this exceptional opportunity, please submit an electronic version of your resume (including dates of employment plus staff and budgets managed), cover letter, and the names of six professional references (two each of current or former: supervisors, direct reports, and colleagues) to: <https://secure.cpshr.us/escandidate/JobDetail?ID=408>



For more information contact:

Jill Engelmann

CPS HR Consulting

Tel: 916 / 263-1401

Email: jengelmann@cpshr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the City. A final selection will be made upon completion of comprehensive reference and background checks.

